

Jim Neely, Deputy Director

Authorized By**Number:** DO-PT-04-001**Issue Date:** 02/20/2004**Topic:** Agency-wide Policy**Transmitting (check the box that best applies):**

- ☒ New Policy ☐ Policy Change ☐ Policy Clarification ☐ Executive Letter
☐ Administrative Rule ☐ Manual Update ☐ Other: _____

Applies to (check all that apply):

- ☒ All DHS employees ☐ County Mental Health Directors
☐ Area Agencies on Aging ☐ Health Services
☐ Children, Adults and Families ☐ Seniors and People with Disabilities
☐ County DD Program Managers ☐ Other (please specify): _____

Policy/Rule Title:	Working with the Legislature		
Policy/Rule Number(s):	DO-010-002	Release No:	1.0
Effective Date:	10/01/2003	Expiration:	
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/exec/010_002.htm		

Discussion/Interpretation:

This policy and associated forms and procedures establish guidelines to ensure that department employees comply with Department of Administrative Services (DAS) guidelines, Attorney General (AG) opinions and state law governing lobbying by public employees.

The policy covers topics such as the definition of lobbying, and lobbyist registration and reporting requirements.

A reference document answers frequently asked questions.

Implementation/Transition Instructions: Department-wide implementation begins immediately.

Training/Communication Plan: Cluster legislative coordinators, cluster executive teams, and service delivery area managers were briefed on the policy and its

requirements.

Local/Branch Action Required: Implement policy requirements.

Central Office Action Required: Implement policy requirements. Review and update policy and procedures as necessary and respond to questions and concerns.

Field/Stakeholder review: ☒ Yes ☐ No

If yes, reviewed by: Cluster representatives, cluster executive staff members, cluster legislative coordinators, service delivery area managers.

Filing Instructions: None. DHS executive policies and procedures can be found on the DHS web site at: <http://www.dhs.state.or.us/policy/admin/execlist.htm>

If you have any questions about this policy, contact:

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